

## APPENDIX Z – COST-PLUS WORK FORMS

### Standardized Schedules for Cost Plus Work

The below schedules are to be utilized by the Construction Firms under contractual agreement with the Authority. The contractor is to prepare the schedules; once prepared, the contractor forwards the document to the Resident Engineer (Supervision Consultant). The Resident Engineer will review and approve the amounts on Schedule A, Summary of Charges. The Project Engineer at the New Jersey Turnpike Authority will then indicate the amount paid on Schedule A, Summary of Charges.

<u><b>Schedule A</b></u>	<u><b>Summary of Charges</b></u> Summarizes all schedules, the total charges will agree to cost plus amount billed. (Summarizes Schedule B, C, D and E)
<u><b>Schedule B</b></u>	<u><b>Daily Schedule of Labor Charges</b></u> Documents the amount of hours each employee worked daily The hourly rate is from Schedule B-1
<u><b>Schedule B-1</b></u>	<u><b>Calculation of Hourly Labor Rates</b></u> Computation of contractor's calculation for each Union classification labor rate. The total hourly rates should be transferred to Schedule B
<u><b>Schedule C</b></u>	<u><b>Daily Schedule of Equipment Charges</b></u> Documents the amount of hours equipment was engaged in the performance of work and/or idle time. The Hourly Rates are from Schedules C-1 and C-2
<u><b>Schedule C-1</b></u>	<u><b>Calculation of Hourly Equipment Rates</b></u> Describes contractor's calculation for equipment rates.
<u><b>Schedule C-2</b></u>	<u><b>Schedule of Rented Equipment</b></u> The hourly rate and hourly operating cost rate should be brought to Schedule C Documents hours rented equipment was used and invoice information. Total amount shall be brought to Schedule C
<u><b>Schedule D</b></u>	<u><b>Daily Schedule of Material Charges</b></u> Documents materials used for cost plus work. The contractor shall attach copies of the invoices.
<u><b>Schedule E</b></u>	<u><b>Daily Schedule of Subcontractor Charges</b></u> Documents subcontractor charges for cost plus work.
<u><b>Schedule F</b></u>	<u><b>Inspector Report</b></u> The standardized Inspector report is be utilized by all Management Firms performing daily inspections for cost plus work. All information must be complete and the form must be signed daily by the inspector and the Contractor's representative at the job site.

NEW JERSEY TURNPIKE AUTHORITY  
COST-PLUS WORK Schedule A  
SUMMARY OF CHARGES

Period Covered: From \_\_\_\_\_ To \_\_\_\_\_

Contract No. \_\_\_\_\_ Contractor: \_\_\_\_\_ Change Order # \_\_\_\_\_

Item No.: \_\_\_\_\_ Description: \_\_\_\_\_

		<u>Billed Amounts</u>	<u>Approved by Engineer</u>	<u>Paid Amounts</u>
<b>1</b>	<b><u>Labor</u></b>			
	Labor Charges (from Sch. B)			
	10% Profit			
	10% Overhead			
	Premium Time Labor ( from Sch. B)			
	10% Overhead			
<b>1a.</b>	<b>Total Labor</b>			
<b>2</b>	<b><u>Equipment</u></b>			
	Equipment Charges (from Sch.C)			
	5% Overhead			
	Equipment Charges (from Sch.C-2)			
	5% Overhead			
<b>2a.</b>	<b>Total Equipment</b>			
<b>3</b>	<b><u>Material</u></b>			
	Material Charges (from Sch. D)			
	10% Profit			
	10% Overhead			
<b>3a.</b>	<b>Total Materials</b>			
<b>4</b>	<b><u>Subcontractors</u></b>			
	Subcontractor Charges (from Sch.E)			
	5% Overhead			
<b>4a.</b>	<b>Total Subcontractors</b>			
	<b>Grand Total (lines 1a, 2a, 3a &amp; 4a)</b>			

[INSERT CONTRACT NO.]

NEW JERSEY TURNPIKE AUTHORITY  
COST-PLUS WORK  
DAILY SCHEDULE OF LABOR CHARGES

SCHEDULE B

Contract No. \_\_\_\_\_ Contractor \_\_\_\_\_ Change Order No. \_\_\_\_\_ Period Covered: Fr. \_\_\_\_\_ To \_\_\_\_\_  
Item No. \_\_\_\_\_ Description of Work and Location \_\_\_\_\_

Trade/ Local No.	Classification	Employee Name/ Local No.	HOURS							TOTAL HOURS	HOURLY RATE*	TOTAL AMOUNT
			Date	Date	Date	Date	Date	Date	Date			
			ST									
			SD									
			1.5X									
			2x									
			ST									
			SD									
			1.5X									
			2x									
			ST									
			SD									
			1.5X									
			2x									
			ST									
			SD									
			1.5X									
			2x									
			ST									
			SD									
			1.5X									
			2x									
			ST									
			SD									
			1.5X									
			2x									
			ST									
			SD									
			1.5X									
			2x									

\*From Schedule B-1

TOTAL \_\_\_\_\_

**[INSERT CONTRACT NO.]**

**NEW JERSEY TURNPIKE AUTHORITY  
COST-PLUS WORK  
CALCULATION OF HOURLY LABOR RATES**

**Schedule B-1**

Contract No. \_\_\_\_\_ Contractor \_\_\_\_\_ Change Order No. \_\_\_\_\_  
Item No. \_\_\_\_\_ Description \_\_\_\_\_  
Trade \_\_\_\_\_ Local \_\_\_\_\_

		(ST)	(SD)	(1 1/2)	(2X)
<b>1 Wages</b>					
Hourly Rate					
Vacation					
Other _____					
Other _____					
<b>1a Taxable Wages</b>					
<b>2 Taxes</b>					
FICA	%				
FUTA	%				
Unemployment (SUI)	%				
Disability (SDI)	%				
Other _____	%				
Other _____	%				
<b>2a Total Tax</b>	%**				
<b>3 Insurance</b>					
Work. Comp.	%				
GL	%				
<b>Umbrella</b>	%				
Other _____	%				
Other _____	%				
<b>3a Total Insurance</b>	%**				
<b>4 Fringe Benefits</b>					
Welfare					
Pension					
Health					
Annuity					
Other _____					
Other _____					
Other _____					
Other _____					
Other _____					
Other _____					
<b>4a Total Fringe Benefits</b>					
<b>Grand Total (lines 1a, 2a, 3a &amp; 4a)</b>					

\*\* Multiply total by line 1a

Note: Contractor to provide certified payroll, **union wage/fringe sheet** and *Notice of Employer Contribution Rates* for attachment to this schedule.

[INSERT CONTRACT NO.]

NEW JERSEY TURNPIKE AUTHORITY  
COST-PLUS WORK  
DAILY SCHEDULE OF EQUIPMENT CHARGES SCHEDULE C

Contract No. \_\_\_\_\_ Contractor \_\_\_\_\_ Change Order No. \_\_\_\_\_ Period Covered: Fr. \_\_\_\_\_ To \_\_\_\_\_  
Item No. \_\_\_\_\_ Description \_\_\_\_\_

HOURS

Description	Date	Date	Date	Date	Date	Date	Date	TOTAL HOURS	HOURLY RATE*	HOURLY OPERATING COST*	TOTAL HOURLY RATE	EQUIPMENT COST

NOTE: IF APPLICABLE, USE SEPARATE LINES FOR EQUIPMENT THAT HAS BEEN ENGAGED AND  
SUBJECT TO OPERATING COSTS **AND FOR IDLE EQUIPMENT** NOT SUBJECT TO OPERATING COSTS.

\*From Schedule C-1, unless an invoice No. for rented equipment is provided.

TOTAL \_\_\_\_\_

[INSERT CONTRACT NO.]

NEW JERSEY TURNPIKE AUTHORITY  
COST-PLUS WORK  
CALCULATION OF CONTRACTOR OWNED EQUIPMENT RATES

Schedule C-1

Contract No. \_\_\_\_\_ Contractor \_\_\_\_\_ Change Order No. \_\_\_\_\_ Period Covered: Fr. \_\_\_\_\_ To \_\_\_\_\_  
Item No. \_\_\_\_\_ Description \_\_\_\_\_

DESCRIPTION	Model No.	Size and/or Spec.	Blue Book Section**	Month/ Year	Page	RATE			Hourly Operating Costs*
						Monthly/176			
						Amount	/176	Hourly Rate	

\*Only applicable when equipment is operating.

\*\* Attach the Blue Book Page for each item listed

[INSERT CONTRACT NO.]

NEW JERSEY TURNPIKE AUTHORITY  
COST-PLUS WORK  
RENTED EQUIPMENT SCHEDULE C-2

Contract No. \_\_\_\_\_ Contractor \_\_\_\_\_ Change Order No. \_\_\_\_\_ Period Covered: Fr. \_\_\_\_\_ To \_\_\_\_\_  
Item No. \_\_\_\_\_ Description \_\_\_\_\_

OPERATING HOURS

Invoice Number	Rental Company	Description	Date	Date	Date	Date	Date	Date	Date	Total Hours	Total Amount

Note: Engineer to confirm that Rental Co. is not owned by the Prime Contractor.  
If Rental Co. is owned by the Prime Contractor, reimbursement for equipment shall be  
calculated in accordance with Schedules C & C1.

TOTAL \_\_\_\_\_

## DAILY SCHEDULE OF MATERIAL CHARGES SCHEDULE D

## SCHEDULE D

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Total\_\_\_\_\_



[INSERT CONTRACT NO.]

NEW JERSEY TURNPIKE AUTHORITY  
COST-PLUS WORK  
DAILY SCHEDULE OF SUBCONTRACTOR CHARGES SCHEDULE E

Period covered: Fr. \_\_\_\_\_ To \_\_\_\_\_

Contract No. \_\_\_\_\_ Contractor \_\_\_\_\_ Change Order No. \_\_\_\_\_

Item No. \_\_\_\_\_ Description \_\_\_\_\_

<u>Subcontractor</u>	<u>Date(s) Work Performed</u>	<u>Invoice No.*</u>	<u>Total Amount</u>

Total \_\_\_\_\_

\* Include Vendor Invoice

NEW JERSEY TURNPIKE AUTHORITY

IDR #

[illegible]

**Statement of Work Accomplished:**

**Certification:**

I certify to the best of my knowledge and belief, that the equipment used on this work was of proper size, that material taken from stock as designated above is charged at fair market value, and that the account herein shown is an accurate statement of the labor, material and equipment used this day.

Signed:

For Contractor

Date \_\_\_\_\_

For Engineer

Date \_\_\_\_\_